

LIVE SCAN INSTRUCTIONS FOR STATE LICENSED FACILITIES

LIVE SCAN FINGERIMAGING PROCESS:

The rolling of fingerprints using ink and a standard 8" x 8" fingerprint card is being replaced by Live Scan technology. The Community Care Licensing Division recommends and encourages you to submit your fingerprints using Live Scan. This technology electronically transfers images of fingerprints and personal information to the Department of Justice (DOJ) in a matter of seconds, compared to the days currently required to send fingerprint cards through the U.S. mail. Live Scan sites located in Community Care Licensing District Offices will also automatically generate the Federal Bureau of Investigation and the Child Abuse Central Index (CACI) check if needed. The results of the fingerprint check are sent by DOJ directly to Community Care Licensing (CCL).

Live Scan is available by appointment at most Community Care Licensing District Offices. You may also use DOJ Live Scan sites conveniently located throughout California (see page 2 for location information). Licensing district offices charge a Live Scan transmission fee which may be different than other commercially available fingerprinting services (see page 3 for fee schedule). Your local licensing district office can answer your questions on fingerprint requirements.

HOW TO SCHEDULE:

- In this packet with your application letter is a Request for Live Scan Service form (LIC 9163). This form takes the place of fingerprint cards. You may also obtain the Live Scan form, information and updates on our web site or from any licensing district office. Our web site address is http://ccl.dss.cahwnet.gov/docs/fingerprintserv/fingerprint_info.htm.
- Complete the Live Scan form before calling the Live Scan vendor to schedule an appointment. When you call Live Scan at **1 (800) 315-4507**, the appointment scheduler will ask for the information on the Applicant Submission form. An appointment will then be made for you to be Live Scanned at your local licensing district office. **Appointments must be scheduled before arriving at the licensing district office.**
- When you go to the licensing district office, the Live Scan operator will already have the information you provided to the scheduler in the computer. The operator will then scan your fingerprints.
- The Live Scan operator will collect the DOJ, FBI and, if applicable, the CACI processing and scanning fees.
- After successfully recording the images, the fingerprints and accompanying applicant data will be transmitted electronically to DOJ for processing.

BENEFITS OF ELECTRONIC FINGERPRINTING INCLUDE:

- Faster processing of background checks.
- California Department of Justice and FBI fingerprint processing approved.
- Electronic printing is clean (no ink) and highly accurate 2% or less fingerprint rejection rate.
- In addition to Live Scan sites located in licensing district offices, visit the DOJ Live Scan web site at:
<http://caag.state.ca.us/app/livescan.htm> for DOJ locations.
- Advance scheduling eliminates delays. Live Scan sites located in licensing district offices require an appointment.
- Credit Card payments can only be made at the time of scheduling your appointment. Money Order or personal checks are accepted at the time of fingerprinting.
- Available for all Community Care Licensing applicants, facility employees and TrustLine applicants.
- California Child Abuse Central Index checks available at licensing Live Scan sites.
- Organizations interested in setting up a billing account with licensing's Live Scan contactor may do so by calling 1-800-315-4507. If you're interested in setting up an account with the Department of Justice call (916) 277-3834.

Additional Live Scan forms can be obtained through your local licensing district office or by mailing the enclosed Forms Request LIC 183 (for children's facilities) or LIC183A (for adult facilities) to the CDSS Warehouse.

FINGERPRINT CARDS:

Live Scan is the preferred fingerprint clearance method. However, fingerprint cards are still acceptable. If you chose to submit your fingerprints by "hard-card", you must submit two fingerprint cards for each person. One for a California clearance and the other for an FBI clearance.

In addition, if you plan to provide care and supervision to children, or are working in a facility that provides care and supervision to children, a Child Abuse Central Index check form (LIC 198A) must be completed.

To obtain:

- Fingerprint Cards (FD-258),
- Instructions on completing the fingerprint card (LIC 9183), and
- Child Abuse Central Index check forms (LIC 198A) if needed,

Contact your local licensing district office or mail the enclosed Forms Request LIC 183 (for children's facilities) or 183A (for adult facilities) to the CDSS Warehouse.

COMMUNITY CARE LICENSING LIVE SCAN FEES

Effective January 1, 2001

CCLD Facility Type	DOJ Fee*	FBI Fee	DOJ CACI Fee	LiveScan Fee**	Total
Foster Family/Adoption Employees	\$42.00	\$24.00	\$15.00	\$16.00	\$97.00
Adult Day Care	\$42.00	\$24.00	\$0.00	\$16.00	\$82.00
Adult Day Support Center	\$42.00	\$24.00	\$0.00	\$16.00	\$82.00
Adult Residential Facility	\$42.00	\$24.00	\$0.00	\$16.00	\$82.00
Adult Residential Facility - Administrator Certification	\$42.00	\$24.00	\$0.00	\$16.00	\$82.00
Child Care Center	\$42.00	\$24.00	\$15.00	\$16.00	\$97.00
Child Care Center - Mildly ill	\$42.00	\$24.00	\$15.00	\$16.00	\$97.00
Family Child Care Home	_____	_____	\$15.00	_____	\$15.00
Foster Family Agency Staff	\$42.00	\$24.00	\$15.00	\$16.00	\$97.00
Foster Family Agency Substaff	\$42.00	\$24.00	\$15.00	\$16.00	\$97.00
Foster Family Agency Certified Home	_____	_____	\$15.00	_____	\$15.00
Foster Family Home	_____	_____	\$15.00	_____	\$15.00
Group Home (6 or less)	_____	_____	\$15.00	_____	\$15.00
Group Home (7 or more)	\$42.00	\$24.00	\$15.00	\$16.00	\$97.00
Infant Center	\$42.00	\$24.00	\$15.00	\$16.00	\$97.00
Residential Care Facility for the Chronically ill	\$42.00	\$24.00	\$0.00	\$16.00	\$82.00
Residential Care Facility for the Elderly	\$42.00	\$24.00	\$0.00	\$16.00	\$82.00
Residential Care Facility for the Elderly-Admin. Certification	\$42.00	\$24.00	\$0.00	\$16.00	\$82.00
School Age Child Care Center	\$42.00	\$24.00	\$15.00	\$16.00	\$97.00
Small Family Home	_____	_____	\$15.00	_____	\$15.00
Social Rehabilitation Facility	\$42.00	\$24.00	\$0.00	\$16.00	\$82.00
Transitional Housing Placement Program	_____	_____	\$15.00	_____	\$15.00
TrustLine Applicant Types					
Voluntary	\$32.00	\$24.00	\$15.00	\$16.00	\$87.00
Subsidized	_____	_____	_____	_____	_____
Child Care Volunteers					
Volunteers Child Care Center	_____	_____	_____	_____	\$0.00
Volunteers Family Child Care Home	_____	_____	_____	_____	\$0.00

NOTE: * The DOJ cost to process fingerprint cards is \$52.00

** LiveScan processing fees by agencies other than Community Care Licensing are determined by that agency and costs will vary.